

UNITED NATIONS

SECRETARIAT

ST/AI/155
29 April 1963

ADMINISTRATIVE INSTRUCTION

To: Executive Officers and Administrative Officers

Subject: UNITED NATIONS PERSONNEL PAYROLL CLEARANCE ACTION

Purpose

1. This instruction (which supersedes ST/AI/110) prescribes the procedure to be followed at Headquarters for completing Personnel Payroll Clearance Action, using a redesigned Form P35 (copy attached) in a 7 part set (without the need for a separate Form P5) whenever a staff member (except Technical Assistance Project Personnel)
 - is to be separated from service;
 - is granted leave without pay for longer than one calendar month; or
 - transfers to a specialized agency, the United Nations Office in Geneva or to one of the Regional Economic Commissions.
2. The Form P35 is to be used:
 - (a) as a control to ensure that the necessary clearances are secured, and
 - (b) as a personnel action sheet for recording the status of and the conditions under which a staff member (i) is separated from the Organization before final payment is made, or (ii) is granted leave without pay or transferred.
3. The form and procedures have been designed with a view to reducing the possibility of errors in recording, and with the aim of speeding the transmission of adequate and correct information to the Office of the Controller so that final emoluments due can be calculated and paid to a separating staff member on or about the last day of duty. To further facilitate this aim, the form should be initiated

twenty-one calendar days in advance of the last day of duty and should reach the Office of the Controller not later than six (6) clear working days preceding the last day of duty.

4. It is important that this deadline be observed, and it is the joint responsibility of the departmental Executive and Personnel Offices to expedite the processing of the form. Inability to secure clearance with respect to individual items does not constitute a valid reason for delays in processing. The procedure to be followed if particular clearances must be withheld are indicated under the appropriate responsibilities.

Executive Office

5. The responsibility of an Executive Officer includes:
- (a) the initial preparation of the Form P35 - by recording the separation number (comprising the Department initials followed by a serial number - e.g. OGS/1234) and date in the top right hand corner;
 - (b) the recording of appropriate information against the relevant items 1-25 of the form, and entering DNA against those items which do not apply;
 - (c) the accuracy and completeness of leave cards and reports and the transmission of these to reach the Office of the Controller not later than six clear working days preceding the last day of duty;
 - (d) the recovery of all United Nations property from each separating staff member and the return of such property to the appropriate issuing office. (See and check against each item under 6A on the reverse side of the Executive Office copy of the P35);
 - (e) the clearance (by telephone) of items listed under 6B on the reverse side of the Executive Office copy, and the recording of the Clearance Number against each of these items;
 - (f) the maintenance of copies of all Form P35 in separation number order for six months, after which (on 1 February and 1 August each year) they should be sent to Records Retirement through the Internal Audit Service.

6. The procedure for clearance by telephone (mentioned at para. 5 (e) above) is as follows:

- (a) The Executive Office will obtain by telephone the clearances provided under item 6B. If a particular clearance is not required in an individual case, the Executive Officer or his delegate will make the notation "DNA" (does not apply) under the heading CLEARANCE NO. and add his signature under the heading CLEARED BY. The remaining clearances will be obtained from the Clearance Points listed below. The Clearance Points will each maintain a list, by staff member and clearance number, of all clearances given. When giving a clearance number an official at a Clearance Point must have evidence of the satisfactory discharge of the staff member's obligations to the United Nations, and the Executive Office will enter the clearance number and the official's name in the appropriate place on the form.
- (b) The Library (extension 2695) will certify the return of books, periodicals and other Library materials loaned to the staff member.
- (c) The Archives Unit (Extension 2051) will certify that there is no material charged to the staff member.
- (d) The Garage Administration (Extension 2464) will certify that the staff member has or has not returned automobile tags entitling him to the use of the garage and also that there are no outstanding charges against him for garage parking violations.
- (e) The Housing Office (Extension 3255 or 3256) will give clearance with regard to residence in a housing project under a United Nations lease agreement.
- (f) Records Control (Extension 3493) will certify that all active files loaned to the staff member have been returned or otherwise accounted for.
- (g) The Records Retirement Reference Section (Extension 2050) will certify that there is no material charged to the staff member.
- (h) The Telephone Control (Extension 2743) will certify that there are no outstanding long distance or toll telephone charges payable by the staff member.
- (i) The Locksmith (Extension 3748) will certify that no master or off-master keys are charged to the staff member.

7. If a particular clearance cannot be given, the Executive Officer will briefly explain the reason under Item 20 or 21 as appropriate. If additional space is required, the entry may be continued overleaf (on the reverse side of the form). This need not defer the issue of the final payment cheque which could be made subject to a deduction representing the value of any outstanding items. In respect of supplies and equipment, the valuation of each outstanding item will be obtained from the issuing office. In respect of other items, such as telephone charges, the amount to be withheld will be obtained from the appropriate office listed in paragraph 6 above. In the event that any outstanding item(s) can only be recovered on or about the last day of duty (e.g., uniforms, working tools), the final pay cheque may be prepared and held by the Pay and Allowances Unit until certification by the Executive Officer as to recovery of the item(s).
8. In respect of separation, Laissez-passeurs are either to be surrendered by the staff member, or presented to the Transportation Section for invalidation as at or from a date which would cover the return journey to the staff member's country and place of residence. Similar action should be taken in the case of extended Leave Without Pay.
9. Grounds passes are either to be surrendered by the staff member in exchange for a temporary pass covering the remaining duty period, or presented to the Security Section for invalidation as from the last day of duty.
10. In cases where a clearance action is initiated in respect of a staff member from whom a report is still due in satisfaction of his contractual obligations, this should be noted as an exception so that final settlement may be withheld until the Executive Officer certifies satisfaction of the contract.
11. Following completion of items 1-25, with the provisos mentioned above, the Form P35 (less the copy to be retained in the Executive Office) will be transmitted to the Office of Personnel. In some instances it may be expeditious to send the P35 to the Office of Personnel before all the items 1-25 have been completed, in which case the Office of Personnel should route the P35 back to the Executive Office before forwarding to the Office of the Controller.

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Office of Personnel

12. The responsibility of the Personnel Officers shall be to determine and record, under items 26-37 of the Form P/35, the status and entitlements of the staff member on the date of separation from the Organization.
13. Care should be taken to ensure consistency of information between Section I and Section II of the form. Personnel Officers should note, in this connexion, that they may possess information which may not have been available to the Executive Officer at the time he completed Section I.
14. Following completion of recorded information under Section II, the copies should be distributed according to the printed indications at the foot of each page, with a view to ensuring that the Controller's copy reaches the Travel Unit of Accounts Division within six clear days preceding the separation date.

Office of the Controller

15. The responsibility of the Office of the Controller will be to:
 - (a) record on the P/35 any outstanding cash advances, travel and other charges not already notified;
 - (b) calculate the final payment due taking into account deductions and allowances authorized, and other conditions indicated on the form;
 - (c) audit the entitlements, deductions and calculations, and
 - (d) prepare and issue the cheque for final payment.

Special provisions

16. In the event that one or more elements required for making final settlement prior to departure of the staff member cannot be satisfied, an advance partial settlement not to exceed 80 per cent of the apparent payment due may be made in accordance with Staff Rule 103.14 (iii).

The new form P/35

17. An item 19 in the form P/35 (1-63), the AI reference left blank is the present issuance - ST/AI/155. Supplies of the form are available from the Purchase and Transportation Stock Room (3B-37, Extension 442).

B.R. Turner
Controller

PERSONNEL PAYROLL CLEARANCE ACTION

SECTION I - To be Completed by Executive Officer

Separation No. _____ Date _____

A. 1. Name _____ 2. Cat. & Level _____ 3. Step _____ 4. Type of Appt. _____

5. Dept./Office & Divn. _____ 6. Nationality _____ 7. Visa _____ 8. Marital Status _____

9. Type of Action: ☐ Expiration of Appt. ☐ Resignation ☐ Termination ☐ LWOP-in excess of One Calendar Month

☐ Transfer to _____ For Period of _____ ☐ Other (Specify) _____

B. 10. Last Day of Appointment _____ Last Day of Duty _____

11. Total No. of Days in Official Travel Status: _____ Dates _____

12. No. of Days Official Stopovers : _____ Dates _____

13. Last Home Leave, dates from _____ to _____ with dependants ☐ Yes ☐ No ☐ DNA

14. PT. 8 issued for return travel ☐ Yes ☐ No - Removal authorization issued ☐ Yes ☐ No

15. Entitled to monetary equivalents of Pay & Allowances due through the following date _____

including _____ days travel, including _____ months pay in lieu of notice.

16. Additional Payments due for time worked through:

(1) Overtime _____ Hours Night Diff'l. _____ Hours Previously reported on _____

(2) Overtime _____ Hours Night Diff'l. _____ Hours Not previously reported _____

17. Annual leave balance _____ Days As of _____ Leave Card and Reports ☐ Attached ☐ To follow

18. Allotment A/C No. _____

Signature of Payroll Approving Officer: _____ Date _____

C. 19. Staff Member has/has not been cleared under existing procedures (ST/AI/_____) (See list on reverse of Executive Officer copy)

20. Exceptions and value (for deduction from Final Payment) _____ \$ _____

_____ \$ _____

_____ \$ _____

21. Pending further clearance, amount to be withheld from final pay and allowances _____ \$ _____

22. Final Cheque: ☐ Will be collected from Cashier's Office

Mail to: _____ Deposit to: _____

_____ A/C _____

23. Future Mailing Address: _____

24. Signature of Staff Member: _____ Date _____

25. Signature of Executive Officer of Issuing Department: _____ Date _____

SECTION II - To be Completed by Office of Personnel

26. Certified to be paid through (date including travel) _____ including _____ months of pay in lieu of notice.

27. Leave without Pay authorized from: _____ to _____

28. Authorized Allowances: ☐ Dependency ☐ Language ☐ Non-Resident ☐ Post Adjustment Code _____

☐ Assignment

29. Return Travel Authorized ☐ Yes ☐ No ☐ Country _____

30. Removal Expenses ☐ Yes ☐ No Rate: ☐ Single ☐ Dependency _____

31. Status

of Spouse: Staff Member ☐ Yes ☐ No Has been previously separated ☐ Yes ☐ No

(according to available evidence) is leaving service ☐ Yes ☐ No Entitled to Repatriation Grant ☐ Yes ☐ No

Entitled to Service Benefit ☐ Yes ☐ No

(If 'No' file photocopies of this Action in Spouse's Personnel and Finance Files)

32. Entitlements on Separation: Check Items

☐ Repatriation Grant ☐ Single Rate ☐ Dependency Rate - for Period from _____ through _____

☐ Service Benefit ☐ at 4% ☐ at 8% - " " " " " "

☐ Termination Indemnity - No. of Months _____ Authority _____

☐ Indemnity in Lieu of Notice - No. of Months _____ Authority _____

☐ Separation through death - See Rule 109-10 (a) (VI).

33. Exit Interview ☐ Yes ☐ No

34. Participant in Pension Fund ☐ Full ☐ Associate ☐ Non-Participant

35. Staff Member should be reviewed by the J.S.P.B. under Art. V of Pension Fund Regulations ☐ Yes ☐ No

36. In case of LWOP has Staff Member been informed about Pension Fund Regulations? ☐ Yes ☐ No

37. Remarks _____

38. Date _____ Signature - for Office of Personnel: _____

SECTION III - To be Completed by the Office of the Controller

Amount Account No.

39. (a) Outstanding Travel Advances \$ _____

(b) Other Charges \$ _____

Date _____ Authorized Signature _____

for Office of Controller: _____

40. For Telephone Clearance

Ext. No.	Charge	Cleared By

Certified _____

Date _____

To Be Completed by the Executive Office

ITEMS TO BE CLEARED		Clearance No.	Cleared By
6A. <input type="checkbox"/> Grounds Pass	<p>CLEARANCE</p> <p><i>to be made in Staff Member's Executive Office</i></p>	6B. <input type="checkbox"/> Library Material	
<input type="checkbox"/> Laissez-Passer		<input type="checkbox"/> Archival Material	
<input type="checkbox"/> Briefcases		<input type="checkbox"/> Permanent Garage Tag	
<input type="checkbox"/> Drafting Equipment		<input type="checkbox"/> Unpaid parking violations	
<input type="checkbox"/> Uniforms <input type="checkbox"/> Stopwatches		<input type="checkbox"/> United Nations Housing	
<input type="checkbox"/> Cameras <input type="checkbox"/> Tools		<input type="checkbox"/> Registry Files	
<input type="checkbox"/> Stenotype Machines		<input type="checkbox"/> Retired Records	
<input type="checkbox"/> Portable Typewriters		<input type="checkbox"/> Telephone Toll Charges	
<input type="checkbox"/> Pen Sets		<input type="checkbox"/> Keys	
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> Other (specify):	